



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Records

TITLE: Criminal History Checks - negative results

CUTOFF: Completion of check

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22992

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Criminal History Checks - positive results

CUTOFF: EOCY

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 9199

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Criminal History Dissemination Log

CUTOFF: Completion of audit by Missouri State Highway Patrol

DESCRIPTION: Log kept by all MULES (Missouri Uniform Law Enforcement System) operators of dissemination of information gathered from MULES (Missouri Uniform Law Enforcement System) and NCIC (National Crime Information Center) checks of offenders and/or visitors, and disseminated to outside agencies.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 9200

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: General Equivalency Development Certificates

CUTOFF: Offender release

DESCRIPTION: Certificate indicating all requirements have been completed and exam passed to obtain a certificate in lieu of a high school diploma.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Certificate is given to offender upon release.

DISPOSITION ACTION: Transfer to appropriate file

SERIES #: 9201

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008



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TITLE: Inmate Fingerprint Records		CUTOFF: Offender Release
DESCRIPTION: Diagnostic centers only. Fingerprint card using livescan system.		RETENTION: Years: 75 Months: Days:
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 9204	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008
TITLE: MULES (Missouri Uniform Law Enforcement System) Documentation		CUTOFF: Completion of audit by Missouri State Highway Patrol
DESCRIPTION: Any incoming or outgoing documentation regarding the operation and maintenance of MULES (Missouri Uniform Law Enforcement System) printers, etc.		RETENTION: Years: 1 Months: 0 Days: 0
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 9202	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008
TITLE: Offender Discharge File - Historical		CUTOFF: Offender Discharge
DESCRIPTION: Offender files determined by the Missouri State Archives to be of historical value. To include persons of state and national interest and all death row inmates. Original files include information relating to classification, sentence & judgment, education, property and medical.		RETENTION: Years: 50 Months: Days:
NOTES: This file is purged of all closed information by the Department of Corrections before transfer to Missouri State Archives.		DISPOSITION ACTION: Transfer to Missouri State Archives
SERIES #: 23019	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008
TITLE: Offender Discharge Files		CUTOFF: Offender release
DESCRIPTION: File of every offender released which includes information relating to classification, sentence & judgment, education, property and medical. This file is sent to Diagnostic Center three months after release.		RETENTION: Years: 75 Months: Days:
NOTES:		DISPOSITION ACTION: Destroy
SERIES #: 9203	SERIES STATUS: Approved	APPROVAL DATE: 12/17/2008



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Department: Department of Corrections

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Sub-Section: Records

TITLE: Offender Sentence/Judgment Files

CUTOFF: Offender Release

DESCRIPTION: Files kept on every offender in the Department of Corrections that includes all offender legal paperwork prepared by the Courts, offender personal property and certificates received, Department of Corrections face sheet, etc.

RETENTION: Years: Months: 3 Days:

NOTES: Transfer to Offender Discharge File

DISPOSITION ACTION: Transfer to appropriate file

SERIES #: 9205

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Penpac (Penitentiary Pack) Requests

CUTOFF: Offender Release

DESCRIPTION: Request for information on a previously incarcerated offender to include fingerprints, picture, and copy of sentence and judgement.

RETENTION: Years: 0 Months: 3 Days: 0

NOTES: Transfer to Offender Discharge file

DISPOSITION ACTION: Transfer to appropriate file

SERIES #: 9206

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Personnel Information File (Reference copies)

CUTOFF:

DESCRIPTION: Originals kept in Personnel Department at Division Headquarters

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 9209

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Record Transmittal And Receipt

CUTOFF: EOY

DESCRIPTION: A form tracking classification, Sentence and Judgment, education, property and medical file movement.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Form #MO931-1242

DISPOSITION ACTION: Destroy

SERIES #: 9207

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



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TITLE: Records Reports

CUTOFF: EOCY

DESCRIPTION: Reports pertinent to the operations of the Records section and submitted on a specific timeline. Reports include but are not limited to transfer lists, movement/count reports, time credit reports, racial balance reports, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 9208

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Technical Reference Materials

CUTOFF:

DESCRIPTION: Books, catalogs, brochures, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 9210

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008
